

Work Session

Agenda Item #	5
Meeting Date	February 22, 2005
Prepared By	Barbara B. Matthews
Approved By	

Discussion Item	Community Center Operations
Background	<p>At various times during the past few years, there have been discussions regarding operational aspects of the Community Center. In April 2001, former Senior Planner Joel Gallihue prepared a memo regarding the proposed Community Center. During the preparation of the FY05 budget, staff prepared and submitted to the City Council documentation reflecting the estimated annual operating expenses for the Community Center, including the Computer Learning Center. Copies of these documents are included in the agenda materials for reference purposes.</p> <p>Certain components of the Community Center are currently under construction. This work includes the front addition to the Municipal Building, the demolition and renovation of the upper level of the Municipal Building, and construction of the Computer Learning Center in between the Library and the Municipal Building. This portion of Phase One also includes completion of the Police Department on the first level. Later in 2005, a contract will be awarded to renovate current administrative offices into community center space.</p> <p>With the Community Center set to open later this year, staff felt it would be appropriate to provide the City Council with more detailed information regarding operational aspects of the facility. The work session will focus on the Community Plaza Level, which is comprised of the public/community spaces on the main level of the Municipal Building and the Computer Learning Center. Goals for the work session include the following:</p> <ul style="list-style-type: none"> • Review Community Plaza Level Layout • Discuss Programming Opportunities • Outline Operational and Start-Up Costs • Introduce Revenue Generation Decision-Making Points. <p>A work session will be held in the near future to further discuss opportunities for revenue generation and for the City Council to provide direction to staff on the various decision-making points.</p>
Policy	Staff will provide the City Council with information regarding the projected start-up and operational costs for the Community Plaza Level for their consideration.
Fiscal Impact	Projected start-up costs for the Community Center total \$149,942. Estimated annual operating costs for the facility are \$265,637.
Attachments	<ul style="list-style-type: none"> • Memo dated April 16, 2001 from former Senior Planner Joel Gallihue regarding funding for the proposed Community Center • Document dated May 27, 2004 outlining estimated Community Center operating expenses (submitted to the City Council during the FY05 budget process) • Copy of slide presentation prepared by staff for the February 22, 2005 work session and related back-up documentation
Recommendation	The City Council will review and consider the information provided by staff and provide feedback and direction on the recommended hours of operation and facility programming so that these costs can be finalized.
Special Consideration	

Special Session

Agenda Item #	2
Meeting Date	April 16, 2001
Prepared By	Joel Gallihue, Senior Planner
Approved By	<i>R. M. A.</i>

Discussion Item	City Funding for Proposed Community Center																													
Background	In January, the City Council adopted a vision and \$ 6.7M cost estimate for the community center. Since then, staff has been coordinating efforts to obtain funds at both the state and county level. When the City has met with state and county officials regarding these funding requests, we have been asked to provide more information on the City's share of funding for the project. On Monday March 19, 2000 the City Council heard a report from staff on funding for the Community Center. Staff was directed to implement a process for a public discussion of the city share of the cost construction and operation of the community center. The Council discussed the scenario of providing the city share for the project by use of bonds in the range of \$1M - \$2M at a public hearing on April 2, 2001. Additional comment with action on the attached resolution is scheduled for this evening.																													
	<table><tr><td colspan="2">Estimated Annual Operation Costs</td><td colspan="2">Estimated Annual Bond Cost (7% Interest and principal at 20 years)</td></tr><tr><td>Staffing Costs</td><td>\$ 149,090</td><td></td><td></td></tr><tr><td>Utility Costs</td><td>\$ 38,843</td><td></td><td></td></tr><tr><td>Maintenance</td><td>\$ 39,500</td><td>\$ 1M Bond</td><td>\$ 93,035</td></tr><tr><td>Subtotal</td><td>\$ 227,433</td><td></td><td></td></tr><tr><td>Less Grants and Revenue</td><td>-\$ 75,000</td><td>\$ 2 M Bond</td><td>\$ 186,143</td></tr><tr><td>Total</td><td>\$ 152,433</td><td></td><td></td></tr></table>			Estimated Annual Operation Costs		Estimated Annual Bond Cost (7% Interest and principal at 20 years)		Staffing Costs	\$ 149,090			Utility Costs	\$ 38,843			Maintenance	\$ 39,500	\$ 1M Bond	\$ 93,035	Subtotal	\$ 227,433			Less Grants and Revenue	-\$ 75,000	\$ 2 M Bond	\$ 186,143	Total	\$ 152,433	
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Policy	The Council has adopt the Community Learning Center conceptual design and cost estimate for the purpose of communicating the City's vision of a Community Center to State, County and other funding resources.																													
Fiscal Impact	Detailed above.																													
Attachments	Draft Resolution Fiscal Impact Memorandum distributed at April 2, 2001 hearing.																													
Recommendation	Staff recommends that Council consider approving a resolution for funding the community center.																													
Special Consideration	The Montgomery County Council will hold a public Budget Hearings on April 5, 9, 10, and 11, 2001. At the hearings, the City will articulate the value of the project and reiterate our goal for a \$2M County match. Citizens are encouraged to attend.																													

New Community Center
REVISED Estimated FY 05 Annual Operating Expenses
Assuming 26 weeks of Operation

Salaries

Computer Learning Lab Open 52 hours/week (Requires 2 staff)

Hours of Operation (to be determined)

Monday through Friday (40 hours), Saturday (8 hours), Sunday (4 hours)

Manager 40 hours/week @ 33,094 including benefits

Other Staff - 64 hours/week = \$896/week

\$33,094 in library budget .5 FTE (.38 FTE existing at \$25,151) (.12 FTE new at ~~\$7,943~~)

~~\$23,296 new expense~~ .8 FTE

\$56,390 Total Computer Lab Salaries 1.30 FTE

Teen/Game Rooms/Other Uses 38 hours/week (Requires 2 part time staff)

Hours of Operation (to be determined)

Monday through Thursday (20 hours)

Friday (7 hours)

Saturday (7 hours)

Sunday (4 hours)

38 hours/week x 2 staff = \$1064/week

~~\$18,464 new expense~~ .64 FTE

\$ 9,200 existing recreation budget .31 FTE

\$27,664 Total Other Salaries .95 FTE

Custodial 39 hours/week (Requires 2 part time staff)

~~\$14,900 new expense~~ .49

Total Salaries \$98,954 2.74 FTE (2.24 FTE in Recreation, .5 FTE in Library)

Operating Expenses

Contractors

Various hours and rates throughout week

~~\$10,000 new expense~~

Utilities

Electric \$7,000

Water \$1,500

Gas \$6,000

~~\$14,500 new expense~~

Supplies

Custodial \$2,000

Computer Lab \$3,000

General \$3,000

~~\$8,000 new expense~~

Total Operating Expenses \$32,500

Summary of Salaries and Operating Expenses
(Based on 26 week estimates)

Total Expenses \$131,454 Existing Budget \$34,351 New Expense \$97,103

Note: Revenues are anticipated to offset some portion of the operating expenses.

Submitted 5/27/04